

## HR Planning and Project Manager

**\$5,981 to \$7,476 monthly (WMS03) with a comprehensive benefits package!**

### Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Human Resource Planning and Project Manager. This position is in the Washington Management Service and is located in Tumwater, Washington.

### APPLICATION PROCESS:

**IN ORDER TO BE CONSIDERED FOR THIS POSITION, WHEN APPLYING, YOU MUST INCLUDE A LETTER OF INTEREST EXPLAINING IN DETAIL HOW YOU MEET THE REQUIRED AND DESIRED QUALIFICATIONS OF THIS POSITION AS OUTLINED IN THIS RECRUITMENT.**

#### Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,500 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

### Duties

Plan, implement and sustain a comprehensive HR business plan, using project management methodology, in support of the Department's strategic plan, as well as determining how HR will develop and deliver its services. This position provides leadership and direction, having department-wide impact, in a comprehensive human resource program, which promotes fairness, professional growth and development, and performance excellence to the Department of Corrections. The incumbent will lead, facilitate, and coach others regarding a wide range of organizational, leadership, and variety of Human Resources issues.

Create and manage the project charter, project plan, schedule, budget, and reporting; report progress and status to project sponsors and stakeholders. Implement plans to meet project objectives. Communicate, coordinate and integrate project activities; make improvements, solve problems and take corrective action when problems arise escalating to project sponsor as needed. Manage, lead or administer project resources, monitor project activities and resources to mitigate risk.

To maximize HR effectiveness, support, mentor and lead diverse work groups, which may include line staff, technical and subject matter experts, managers, supervisors, professional practitioners, and executive leadership. This includes planning and facilitating HR effectiveness by integrating the Department's short-term and long-term business objectives and goals. Serve as the growth and development manager for HR. Research best practices in creating future development of human

resources and stimulating employee development. Monitor and track factors relating to employee development. Sustain and assure quality of delivery and programs ensuring needs within a dynamic environment continue to be met. Develop job aids (workshop curriculum, tools, articles to share, etc.) to assist HR offices in helping employees identify career goal pathways and provide other career development assistance to employees.

## **Qualifications**

### **REQUIRED QUALIFICATIONS:**

- Two to five years of experience managing multiple projects simultaneously, requiring the use of a full life cycle project management methodology, to include strategic and project planning experience. Effective project management, time management, organizational, and multi-tasking skills. Results driven within a highly team-oriented.
- Working knowledge and experience using SharePoint or other technology that tracks and records project status, data, reports and other communications.
- This position requires constant use of advanced negotiation, networking, visioning, influencing, organization, flexibility, and collaborative skills and knowledge to meet the goals of the Department. The ability to work with managers, staff, and other stakeholders is critical to the job success of this position. Excellent verbal and written communication skills.
- Skills to lead, coach, mentor, and motivate professional and paraprofessional staff; develop and deliver training to diverse groups; understand, interpret, apply and communicate effectively technical and broad policy application/statements; establish and maintain effective working relationships with management, staff, officials, and other stakeholders; focus on the values, code of ethics, objectives, and expectations of the Department.

### **PREFERRED/DESIRED QUALIFICATIONS:**

- A Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or related field from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).
- Demonstrated expertise in project management.
- Experience in human resource administration and/or management; staff supervision; motivation, coaching, and mentoring skills; negotiation skills; stakeholder coordination; and interpersonal skills.
- Comprehensive knowledge of the business and operations of corrections.

## **Special Notes**

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Please consider the following when deciding whether to apply for this opportunity:

- Requires working core hours, Monday through Friday 8:00 am - 5:00 pm, this position is overtime exempt and may work over 40 hours in a workweek w/o additional compensation.
- Position may require travel within state to other institutions/offices.
- Position requires working with a computer for major portion of workday.
- Able to prioritize and complete tasks in accordance with established timelines.
- Able to sit and/or stand for extended period of time.
- Able to handle stressful situations and effectively apply de-escalation skills as needed.
- All Department of Corrections' employees are fingerprinted for a criminal history background check.
- All DOC facilities are smoke and/or tobacco free.

### **APPLICATION PROCESS:**

You must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within [www.careers.wa.gov](http://www.careers.wa.gov).


## Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>. The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email [clvanderhule@doc1.wa.gov](mailto:clvanderhule@doc1.wa.gov).

## How to Apply

1. Register at [www.careers.wa.gov](http://www.careers.wa.gov).
2. After completing the registration select **Apply Directly**, located in the lower left corner.
3. Enter the following reference code: **\*20265\*** ensure that there is an \* at the end of the reference code.
4. Select the Job Posting Title in Blue, view the information given, if you are interested in applying select **Apply**, located in the upper left corner.
5. Select , located on the far right of the page. This will list all of the tabs relevant for the application process. Most positions will have 10–15 tabs. **Please ensure that you completed all tabs relevant to this position prior to submitting your application.**
6. Be sure to **Save** at the bottom of each page.
7. Once you have completed all tabs and completed the requested information select, **Submit**. **Note:** It may be several weeks before you are contacted.